

LEGAL ASSISTANT

Class Definition

Under direct supervision of an attorney, performs a variety of paralegal services on behalf of the City.

Distinguishing Characteristics

Legal Assistant is a journey level, specialized class in the City Attorney's Office. Incumbents prepare a variety of legal documents pertaining to civil and criminal litigation, routine contracts and real estate documents, and participate in a variety of administrative proceedings. Incumbents are expected to exercise professional judgment and skill in the performance of duties.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Prepares legal documents and pleadings relating to civil and criminal litigation, including proposed interrogatories, replies to interrogatories and summaries of deposition and trial testimony transcripts.

Responds to inquiries regarding case management status and data using a computer terminal for locating information.

Organizes trial documents and exhibits.

Briefs witnesses for trial and administration hearings.

Conducts investigative work, including the interviewing of potential witnesses and the inspection of property relating to a claim or complaint by or against the City.

Participates in show cause, grievance and/or disciplinary hearings.

Represents the City Attorney's Office before administrative hearing officers and/or administrative bodies for administrative appeals.

Assists in enforcement of City codes, regulations and procedures.

Prepares routine contracts, deeds of trust and leases, and performs routine title searches.

Performs legal research of electronic and printed legal resource material and drafts legal memoranda.

Investigates and responds to citizen complaints involving violations of the Fresno Municipal Code and prepares cases for criminal prosecution.
Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of legal terminology and procedures related to the court system and civil process.

Ability to use personal computer applications, such as, word processing, spreadsheets and databases, including computerized legal research.

Ability to acquire and apply thorough knowledge of government codes and ordinances to assignments.

Ability to conduct research on legal problems.

Ability to present cases before hearing officers and/or administrative bodies.

Ability to exercise sound, independent judgment within general policy guidelines and operating parameters.

Ability to prepare a variety of legal documents.

Ability to prepare clear, concise and comprehensive records, reports, correspondence and other written materials.

Ability to make clear and persuasive oral presentations.

Ability to effectively complete varied assignments within a narrow time frame.

Ability to deal effectively with those contacted in the performance of assigned duties.

Minimum Qualifications

Satisfactory completion of an accredited paralegal training program from an accredited school, and one (1) year of paralegal experience in a private or public law office; OR completion of one (1) year of juris doctorate course work from a school of law, which included course work in writing and research, contracts and civil procedure.

Special Requirement

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____

Director of Personnel Services

DATE: _____

HJR/05/01/02